



**State of Louisiana**  
DIVISION OF ADMINISTRATION  
**OFFICE OF HUMAN RESOURCES**

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

**DIVISION OF ADMINISTRATION**

**PERSONNEL POLICY NO. 79**

**EFFECTIVE DATE:** November 15, 2006

**SUBJECT:** Premium Pay for New Orleans Capitol Police Jobs

**AUTHORIZATION:** Barbara Goodson, Assistant Commissioner

**I. POLICY:**

In accordance with the authority granted by the Civil Service Commission effective November 15, 2006, it is the policy of the Division of Administration to implement Premium Pay for eligible employees in positions of the Office of State Buildings which are domiciled in New Orleans in the following job titles:

Police Officer 2-A  
Police Officer 3-A  
Police Sergeant A

**II. PURPOSE:**

The purpose of this policy is to provide the Division of Administration with a tool that allows for flexibility in pay for recruitment and retention purposes.

**III. APPLICABILITY:**

This policy applies to employees in positions in the Office of State Buildings which are domiciled in New Orleans in the job titles specified above.

**IV. PROCEDURE:**

The Office of State Buildings (OSB) shall maintain a record of those employees who occupy positions in the job titles specified above, who are domiciled in New Orleans. OSB shall report to the Office of Human Resources (OHR) all such positions along with the name of the incumbent (if applicable) on the *Positions Authorized to Receive Premium Pay* form which may be found on the OHR website. This same form must be completed in the event of the addition of or removal of such position(s) from the organization. It is from this form,

which must be signed by the section head and approved by the appointing authority, that the actual pay of employees who occupy the subject positions will be modified.

The OHR will assure that the position is eligible for premium pay and, if appropriate, adjust the position attribute in SAP then forward a copy of the form to Employee Administration. Employee Administration will then make the necessary adjustments to the pay of the incumbent of the subject.

## **V. RESPONSIBILITY:**

### **Section Head Is Responsible For:**

Determining which positions and incumbents should be authorized for receiving premium pay in a fair and non-discriminatory manner.

Assuring that only individuals in positions authorized to receive premium pay do so.

Assuring that each employee under his/her supervision, current and new is made aware of this policy and its contents as well as any forthcoming revisions.

Providing for informal discussions of grievances and complaints related to this policy in an effort to resolve problems prior to the filing of a formal complaint.

Maintaining appropriate records of those positions and incumbents authorized for premium pay.

### **Managers/Supervisors Are Responsible For:**

Compliance with this policy as directed by the section head.

## **VI. EXCEPTIONS:**

Requests for exceptions to this policy should be submitted, in writing, to the Appointing Authority through the Office of Human Resources.

## **VII. QUESTIONS:**

Questions regarding this policy should be directed to the Office of Human Resources.

## **VIII. VIOLATION OF THIS POLICY:**

Employees found to have violated this policy may be subject to disciplinary action.

## **ADDENDUM “A”**

As of November 15, 2006, the following identifies the positions in the Division of Administration that will receive Premium Pay and the applicable Premium Pay rate:

All eligible employees, domiciled in New Orleans, in the following job titles will receive \$3.00/hour for all hours actually worked:

Police Officer 2-A

Police Officer 3-A

Police Sergeant